

U.S. DISTRICT COURT FOR THE DISTRICT OF COLUMBIA
FREQUENTLY ASKED QUESTIONS

(Revised: 11/2011)

1. WHAT ARE YOUR FEES?

New Civil Case (Complaint):	\$350.00
New Civil Case (Habeas Corpus):	\$5.00
New Miscellaneous Case:	\$46.00
Notice of Appeal:	\$455.00
Notice of Interlocutory Appeal:	\$455.00
Amended Appeal:	No fee
Motions:	
in a Civil case:	No fee
if it opens a Miscellaneous case:	\$46.00
(i.e. Motion to Quash, Motion to Enforce Subpoena, Motion to Compel, etc.)	
Copies:	
paper documents in a case jacket:	\$.50 per page
electronic documents:	\$.10 per page
certified copies:	\$11.00 per document + copying charges

Filing fees may be paid in cash, or by check or money order. Checks and money orders must be made payable to: *Clerk, U.S. District Court*. Appeal fees may also be paid with a credit card using pay.gov during the filing process in ECF.

2. WHAT ARE YOUR HOURS OF OPERATION AND PHONE NUMBER?

We are open from 9:00 a.m. - 4:00 p.m., Monday through Friday, except for holidays. A list of phone numbers can be found at: <http://www.dcd.uscourts.gov/dcd/listings>

3. WHO MAY APPEAR, FILE DOCUMENTS, AND PRACTICE IN YOUR COURT?

Attorneys who are members in good standing of the bar of this Court may appear, file documents, and practice, provided they comply with LCvR 83.2. Attorneys employed by the United States (LCvR 83.2(e)) or a State (LCvR 83.2(f)), or are representing an indigent (LCvR 83.2(g)) may also appear and file documents, provided they comply with all other applicable sections of LCvR 83.2.

An attorney with a pending application to the bar of this Court may file documents pursuant to LCvR 5.1(e)(2).

Attorneys who are not members of the bar of this Court may not move for their own *pro hac vice* admission. They must comply with LCvR 83.2(d).

4. HOW DO I REGISTER FOR ECF?

The Clerk's Office will only issue an ECF login and password to attorneys who are active members of this Court's bar or are federal government attorneys. Also, an ECF login and password will be issued to attorneys admitted *pro hac vice* or *pro bono* by the Court. Pro se filers must petition the Court for permission to file in ECF. Filers can download and fill out the ECF registration form on our website. The form can then be faxed to the number supplied on the form:
http://www.dcd.uscourts.gov/dcd/sites/dcd/files/attorney_registration_form.pdf

5. CAN YOU HELP ME CALCULATE THE TIME A FILING IS DUE?

No. Because the calculation of response time is a critical matter, we cannot help decipher time or the rules that govern it. You may refer to FRCP 6, which spells out how to calculate when a filing is due.

6. CAN I FILE DOCUMENTS AFTER HOURS?

Yes. ECF is available 24/7 for filing by those with a login and password unless they are ordered otherwise by the Court. There is an after-hours drop box and time stamp available at the Third Street entrance to the courthouse. However, documents that are labeled **UNDER SEAL** should only be filed during regular business hours and **not** left in the after-hours drop box.

7. CAN I PUT A SEALED (CLOSED) ENVELOPE IN THE DROP BOX?

We strongly recommend that you do not seal your envelope closed. If you do, it must be opened in our special mail processing room to ensure no foreign substance is contained inside the envelope. This delays the receipt and processing of your document by the Clerk's Office.

8. WHY CAN'T I OPEN MY ENVELOPE IN FRONT OF YOU?

Pursuant to directions from the Chief Judge of this Court, any sealed package or envelope must be sent to the special mail handling room. Since the anthrax scare, it has become our policy to handle mail in this manner to protect the health and welfare of our staff. All envelopes should be opened in advance of coming to the Clerk's Office. Ideally, they should not be sealed at all, but if they are, we recommend the package/envelope be opened outside of the courthouse.

9. IF I MAIL A MOTION TO THE CLERK'S OFFICE, DO YOU COUNT THE DATE I WENT TO THE POST OFFICE AS THE "RECEIVED" DATE?

We go by the date we receive a pleading not the date it was mailed.

10. IS THIS WHERE I COME TO FILE A TEMPORARY RESTRAINING ORDER AGAINST SOMEONE TO PROTECT MYSELF FROM ABUSE OR HARM?

No. These kinds of cases are handled by D.C. Superior Court. You may contact them at (202) 879-1010.

11. MY ATTORNEY IS A MEMBER OF THE DC BAR. CAN SHE FILE HERE?

Only if she is also a member of the U.S. District Court Bar. Being a member of the DC Bar in and of itself is not enough to permit an attorney to practice in this Court. She must also apply and be sworn in as a member of our bar. Contact our Attorney Admissions clerk at (202) 354-3107 or visit our website (http://www.dcd.uscourts.gov/dcd/attorney_information) for further information.

12. CAN I AMEND MY COMPLAINT AFTER A DEFENDANT HAS ANSWERED?

When a complaint can be amended is addressed in the Federal Rules of Civil Procedure, Rule 15. You should look there for guidance.

13. I'M HAVING A PROBLEM FILING MY DOCUMENT IN ECF. WHAT DO I DO?

You may call the ECF help line at (202) 354-3190 for assistance or you may submit your document in PDF format via email to:

dcd_cmecf@dcd.uscourts.gov (civil)

dcd_cmecfr@dcd.uscourts.gov (criminal)

dcd_cmecf_ms@dcd.uscourts.gov (miscellaneous)

14. CAN I FILE MY AMENDED COMPLAINT ELECTRONICALLY?

No. Amended complaints, crossclaims, and counterclaims should be submitted via e-mail to:

dcd_cmecf@dcd.uscourts.gov. You may also bring the document into the Clerk's Office with a disk in PDF format.

15. I WANT THE JUDGE TO DO SOMETHING ABOUT MY CASE. WHAT DO I DO?

File a motion.

16. HOW MANY COPIES OF AN INDICTMENT/INFORMATION ARE REQUIRED?

The number of copies for an indictment/information depends on the number of defendants and defense counsel in the case. There should be one (1) copy of the original indictment with the foreperson's signature, and additional copies for each defendant and defense counsel. In addition, there should also be a PDF version of the indictment on CD or disk, as well as four (4) copies of the indictment list or Category A Form, and four (4) copies of the related case form (if applicable). Similarly, there should be one (1) copy of the original information with the foreperson's signature and additional copies for each defendant and defense counsel, as well as a PDF version of the information on CD or disk.